

Clerical and Office Branch
Purchasing and Stores Group
Printing Series

PRINTING SUPERVISOR

08/96 (SAC)

Summary

Under general direction, supervise the operation of the City copy center and coordinate contracted printing services.

Typical Duties

Direct and administer copy center operations. Involves: reviewing printing orders to decide whether to contract printing services or perform work on site; scheduling production of work performed by copy center personnel; computing job costs and assigning to user-departments through Financial Accounting Management Information System (FAMIS); recalculating pricing schedule using cost recovery analysis; making recommendations to departmental management regarding unit policies; arranging for maintenance and repair of equipment; preparing unit budget and authorizing expenditures; maintaining inventory of supplies and materials.

Arrange commercial printing services as appropriate. Involves: contacting vendors and conferring with them regarding specifications and to obtain prices; selecting vendors based on product quality, price, expected delivery date or other factors; placing orders and preparing other transactions using automated purchasing system; resolving errors on invoices or other discrepancies with appropriate departments and vendors.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences; operating reproduction and auxiliary equipment, including binder, folder, cutter and drill; maintaining records and preparing reports.

Minimum Qualifications

Training and Experience: Completion of a two (2) year college coursework in Business Administration, or a related field, or vocational training program in printing or reproduction technology; and two (2) years experience operating printing or duplicating equipment, and one (1) year experience which involved production and inventory control, including requisitioning and storing materials, supplies and equipment, in a high volume print shop or copy center; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: use and operation of a variety of reproduction equipment and related production planning and control procedures and techniques. Good knowledge of: procurement and material planning practices and procedures; automated purchasing and inventory control systems comparable to those currently in use. Some knowledge of: supervisory techniques, standards of conduct and work attendance; inventory, budgeting and bookkeeping practices.

Ability to: organize and prioritize workload; firmly and impartially exercise supervisory authority and enforce established rules and regulations; establish and maintain effective working relationships with fellow employees, vendors and officials; express oneself clearly and concisely both orally and in writing; evaluate and select vendors based on budget, price, product quality and other factors; recover costs from work produced on site by price scheduling, cost reductions or other means; compute and assign costs to user-departments; prepare reports and maintain detailed records.

Skill in safe operation and care of duplicating and auxiliary print shop equipment.

Director of Personnel

Department Head